

DEPARTMENT OF THE ARMY  
Headquarters, U.S. Army Medical Department Center and School  
and Fort Sam Houston  
Fort Sam Houston, Texas 78234-5014

Regulation  
Number 612-1

1 September 2000

Personnel Processing  
**In/Outprocessing**

Issue of further supplements to this regulation is prohibited, unless specifically authorized by Commander, U.S. Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston (FSH), Texas.

**1. PURPOSE.** To establish policies and procedures, assign responsibilities, and provide installation guidance and policy for in/outprocessing soldiers and civilian personnel at AMEDDC&S and FSH, Texas.

**2. APPLICABILITY.** This regulation is applicable to all soldiers and civilian personnel assigned to AMEDDC&S and FSH as permanent party, student/trainee, or those attached to units stationed on, or located within the geographical area, and are serviced by AMEDDC&S and FSH.

**3. REFERENCES.** Required and related regulations and forms are listed in Appendix A.

**4. GENERAL.** The spirit and intent of this regulation is to facilitate personnel processing as follows:

a. Inprocessing. Integrate soldiers, civilians and their family members into the installation and organizations as soon as possible, making the experience pleasant and informative, rather than frustrating. The process should be of such quality and completeness to preclude the individual from having to make unnecessary or supplemental visits to military or civilian personnel, finance, and other activities to inprocess.

b. Outprocessing. Installation clearance procedures should ensure out-going personnel clear all required agencies and have made arrangements to settle all obligations prior to separations

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\*This regulation supersedes AMEDDC&S & FSH Reg 612-1, 21 Jun 93.

retirement, transfer, or movement to the next duty station. The process is automated through the use of the Outprocessing (OUTPROC) Installation Support Module (ISM), to preclude the individual from having to make unnecessary visits to agencies, which can be cleared electronically.

c. Automation is an integral part of the in/outprocessing program. Both unit and installation level personnel processing procedures should be centralized and automated to the maximum extent possible, requiring a minimum amount of time and travel for the individual.

d. Those agencies that require military or civilian personnel to inprocess or outprocess at their activities are required to review the content of this regulation and develop processing procedures. Individual activities are responsible for the staffing and the operation of their respective functional areas at the processing locations in buildings 367, 1290, and 2267.

## **5. RESPONSIBILITIES.**

a. It is the responsibility of the Director, Human Resource Business Center (HRBC) to plan, coordinate, and supervise the in/outprocessing activities of soldiers assigned or attached to AMEDDC&S & FSH. The HRBC is the primary staff proponent for personnel in/outprocessing through the AMEDDC&S & FSH "One-Stop" In/Outprocessing Center, located in building 367, the Student/Trainee Personnel Center (STPC) located in building 1290, and the Transition Services Center (TSC) located in building 2267.

b. The Personnel Processing Branch (PPB) will ensure all personnel inprocess through the required activities listed at Appendix B, as appropriate. The DA Form 5123-1-R, Personnel Inprocessing Record, is required to inprocess soldiers at AMEDDC&S & FSH, listed at Appendix D. The DA Form 137-1-R, Unit Clearance Record, and the DA Form 137-2-R, Installation Clearance Record, (listed at Appendix E), or FSH Form 477, Civilian Clearance Record, as appropriate, are required to outprocess.

c. The PPB will provide military personnel records screening, personnel actions, identification (ID) cards, ID tags, and Defense Eligibility Enrollment Reporting System

(DEERS) enrollment and update for all in/outprocessing soldiers and civilians, as required. Soldiers will verify that family members are enrolled in DEERS. Identification tags will be issued as required. Units will provide ID tags and submit DA Form 4187, Personnel Action, for action.

d. The TSC, building 2267, will provide pre-separation administrative services and retirement processing services for active duty soldiers, and retirement counseling services for retirees within the San Antonio geographical area.

e. The STPC will provide military personnel records screening, personnel actions, ID cards, and ID tags for students/trainees attending AMEDDC&S & FSH courses.

f. Newly Assigned Personnel.

(1) Military. Commanders and directors will ensure that all newly assigned permanent party military personnel assigned to any unit or activity on AMEDDC&S & FSH will report to the One-Stop In/Outprocessing Center in building 367, telephone number (210) 221-2810, to officially sign in.

(2) Civilian. On the first official duty day, individuals will report to the Civilian Personnel Advisory Center (CPAC), building 144, for inprocessing. Newly assigned or hired civilian employees will then report directly to their unit of assignment to sign in. The unit will provide a copy of the job description and duty requirements for the position.

(3) Students and Initial Entry Trainees (IETs) will sign in at the 187<sup>th</sup> Medical Battalion, building 1385, or 232d Medical Battalion, building 1350, depending on the course attending.

g. Within one working day after a soldier signs in, the unit Personnel Administration Center (PAC) will notify the Personnel Processing Section to schedule an initial appointment. The Personnel Processing Section will submit a Standard Installation Division Personnel System (SIDPERS-3) arrival transaction during the soldier's inprocessing. Soldiers arriving at AMEDDC&S & FSH for training with an end assignment to a unit serviced by AMEDDC&S & FSH must initially inprocess with their assigned unit and will then be attached to the respective medical battalion for training. The final inprocessing will be conducted upon completion of training.

h. The unit PAC will make an appointment with the PPB for the inprocessing of soldiers. Soldiers will bring copies of the duty memorandum (obtained from the strength management branch) and Permanent Change of Station (PCS) orders, amendments, DA Form 647-1, Personnel Register, and personnel, finance, medical, dental, and education records to the appointment.

i. Newly assigned soldiers and civilians will complete all required unit, battalion, and installation level inprocessing actions within five duty days of arrival. Soldiers will complete mandatory training (i.e., weapons, Army Physical Fitness Training (APFT), sexual harassment, etc.) within 30 days of arrival. Appropriate military uniform (for military) or civilian attire (for civilians) will be worn when in/outprocessing.

j. All departing soldiers and civilians will properly complete all unit, battalion, and installation level outprocessing actions. All departing soldiers and permanent appropriated and nonappropriated fund civilian employees will be given the DA Form 137-1-R, Unit Clearance Record, and the DA Form 137-2-R, Installation Clearance Record, or the FSH Form 477, Civilian Clearance Record as appropriate, to initiate outprocessing. Deployment of soldiers to the field within 30 days of their departure, separation, or retirement will be prevented. Soldiers that are receiving administrative discharges under AR 635-200, Enlisted Personnel, chapters 10, 13, 14 or 15 will wear civilian attire when outprocessing on the date of discharge.

k. Enlisted soldiers [Private (PVT) through Sergeant First Class (SFC), Warrant Officers (WO) and Officers [Lieutenant (LT) through Lieutenant Colonel (LTC)] departing for overseas locations will receive a height and weight check within 10 days of departure date. The results of this check will be placed in section C, item 14, of DD Form 137-1-R. Soldiers outside required weight standards will be flagged and will continue on their assignment.

l. Soldiers that are processing for retirement will complete a retirement medical examination no earlier than four months and not later than one month prior to departure or retirement date. Soldiers processing for separation under the provision of AR 635-200, chapter 5, paragraphs 5-3b, 5-11, and 5-12; chapters 8, 9, 11-3(b), 12 or 13, 14 Section III only, 15

and 18 are required to complete a separation medical examination prior to separation. Commanders will ensure appointments for the physicals are scheduled as early as possible within the initiation stage of the administrative separation. There are no statutory requirements for members of the active Army to include United States Military Academy (USMA) cadets, members of the Army National Guard (ARNG), and the United States Army Reserve (USAR) on active duty or Active Duty Training (ADT) to undergo a medical examination. Voluntary requests for medical examinations will be submitted to the commander of the servicing medical treatment facility, not earlier than four months, and not later than one month prior to the departure or separation date.

m. No soldier will be held beyond his/her Expiration Term of Service (ETS) or Expiration of Service Agreement (ESA) date unless this action has been approved by the Department of the Army (DA) or an Affidavit for Retention on Active Duty for medical reasons has been executed by medical authorities. Soldiers may be held past ETS/ESA dates if court martial proceedings have been initiated in accordance with AR 635-200, Enlisted Personnel, paragraph 1-24.

n. Soldiers who are taking transition leave and/or Permissive Temporary Duty (PTDY) in connection with their retirement, will submit copies of the approved DA Form 31, Request and Authority for Leave, to the Retirement Section, building 2267, at least 30 days prior to the departure date. Reassignment orders will be published giving an appointment date for outprocessing. Soldiers separating under AR 635-200, Enlisted Personnel, chapter 4 (normal ETS), will report to Transition Services, building 2267, with an approved DA Form 31, Request and Authority for Leave, and their latest Leave and Earnings Statement (LES) at least 30 days prior to departure date of PTDY/Transition Leave/ETS. If PTDY is being taken incrementally, a 10 working day window (for both retirements and separations) is required for interviews, counseling on benefits, allowances and options, reconciling personnel, and finance records, and preparation of necessary retirement/separation documents. All separation/retirement processing, to include installation clearance, will be completed prior to soldier's departure.

o. All soldiers honorably separating will be issued the Army Lapel Button, and all soldiers retiring will be issued the

U.S. Army Retired Lapel Button.

p. Soldiers under suspension of favorable personnel actions (flagged) will have either a transfer flag or final flag when reporting for final outprocessing.

q. Flags will be lifted for all soldiers separating from the Army. Flags on separating soldiers cannot be transferred. The effective date of the final flag, unless otherwise directed by the commander, will be the separation date, to ensure that the soldier does not become reenlistment eligible.

r. Coordination with the TSC will be accomplished for timely processing of all administrative discharges. The date of discharge is normally three to five working days after approval of separation. Close coordination is required, to ensure all necessary personnel and finance actions are completed by the discharge date.

s. An escort will be appointed for soldiers processing under AR 635-200, Enlisted Personnel, chapters 10 and 14, to ensure all clearance actions are completed prior to separation. Each soldier that is being administratively separated/discharged will accompany the chapter action to the TSC. Each soldier must be interviewed to obtain certain information prior to publication of separation/discharge orders. If the soldier is allowed PTDY/Transition Leave, an approved copy of the DA Form 31, will be attached to the approved chapter action.

t. Within 24 hours of a soldier signing out, the unit PAC will complete SIDPERS-3 departure transactions.

u. It is an individual responsibility to inprocess through the required agencies on the installation, as outlined in Appendix B. Individuals will:

(1) Outprocess through the required agencies on the installation and certify that all obligations have been met before departure, as outlined in Appendix C.

(2) In/outprocess in military uniform (soldiers) or appropriate attire (civilian personnel).

v. The Chief, PPB, HRBC, building 367, is responsible for

the overall management of soldiers and civilian employees in/outprocessing through the One-Stop In/Outprocessing Center. The Chief, PPB, will:

(1) Develop the in/outprocessing activity schedule and coordinate with all affected agencies.

(2) Brief all soldiers on in/outprocessing procedures.

(3) Provide the following inprocessing services in building 367, listed on the Personnel Processing Record (DA Form 5123-1-R, Reassignment Records Checklist):

(a) Personnel Information/Clearance Station.

(b) Personnel Record Processing Station.

(c) DEERS/Real-Time Automated Personnel Identification System (RAPIDS)/ID Card Station.

(4) Review completed DA Form 5123-1-R and verify that the soldier or civilian employee has completed the Installation/Community Level inprocessing.

(5) Operate the OUTPROC Department of the Army Installation Support Module (DAISM) to pre-clear soldiers with the agencies identified on the DA Form 137-2-R. Installation processing activities will review the Date of Loss (DLOS) roster, every fifth working day of the month, for future reassignment actions, ETS, or retirements. Activities will notify the In/Outprocessing Section, via OUTPROC, on the requirements on soldiers that personally have to clear the activity, i.e., has outstanding checks at Army and Air Force Exchange Services (AAFES), library books signed out, or bills at the Officer's and Noncommissioned Officer's Club.

(6) Prepare the DA Form 137-2-R, identifying the agencies which an individual must clear personally prior to outprocessing. Issues the DA Form 137-2-R, to the individual at least 10 days prior to the proposed departure date. Prior to the departure date, the individual will return the completed DA Form 137-2-R to the PPB on Tuesday or Thursday, for verification that the soldier has completed the Installation/Community level outprocessing.

w. The Defense Finance Accounting Service (DFAS) will provide in/outprocessing services in building 367 for permanent party military pay and travel, to ensure all pay related actions are completed timely and accurately. In/outprocessing students/trainees will receive military pay and travel related services at the STPC. The location and date of the finance briefing is based on the size and start date of the class.

x. The Director, Department of Public Safety (DPS), will provide vehicle and weapons registration services in building 367, to ensure on-post registrations are completed timely and accurately. Privately owned vehicles will be registered upon receipt of permanent address, and require driver's license, state registration and proof of insurance. Individual firearms will not be presented at the time of registration, but the owner must know the make, model, and serial number of the weapon.

y. The Director, Public Works Business Center (PWBC), will provide community housing services at building 367 to include: completing the on/off post application and placement on the waiting list for family housing; providing information on the availability of on- and off- post housing, assisting in locating adequate housing, ensuring that all housing actions are completed timely and accurately. This will be done prior to making arrangements to rent, lease, or purchase off-post housing. All other housing services (acceptance of quarters, keys, waiting list status, etc.) are completed at this location.

z. The Director, Readiness and Logistics Business Center (RLBC), will provide information to soldiers on all transportation entitlements, to include information on how to check on the status of soldiers' household goods telephonically, as well as review 201 files for security requirements of inprocessing soldiers.

aa. The Director, Community Activities Business Center (CABC), will brief all inprocessing personnel on Army Community Services (ACS) relocation assistance programs available at AMEDDC&S & FSH. The ACS will discuss the child care facilities available on the installation.

bb. The Director, HRBC, will provide a representative from the education center, who will be located in building 367 to review education records and brief soldiers on educational counseling and services available. The soldier will be

scheduled for administration of the Test of Adult Basic Education (TABE), as required.

cc. Brooke Army Medical Center (BAMC) will provide medical inprocessing services in building 367, to conduct Composite Health Care System (CHCS) registration, active duty TRICARE Prime registration completion, Health Evaluation Assessment Review (HEAR) Survey, schedule for Lifestyle Class, records screening, mandatory inoculations, Human Immunodeficiency Virus (HIV), and Deoxyaribo Nucleic Acid (DNA) testing. All soldiers requiring Anthrax vaccinations will be referred to the Troop Medical Clinic (TMC). All BAMC and Institute of Surgical Research (ISR) personnel must inprocess through Occupational Health prior to coming to this appointment.

dd. The Dental Clinic will provide dental screening, records review, and panograph services in building 367, to determine if there are any circumstances that would affect deployability and readiness (Profile 3 or 4). The dental clinic will remedy those non-deployable circumstances at the same time, as dental resources permit, or will schedule appointments for required procedures.

## **6. PROCEDURES.**

a. The One-stop will serve as the centralized in/outprocessing facility for all officer and enlisted personnel assigned to AMEDDC&S & FSH, and its subordinate or tenant units in other than student or trainee status. Hours of operation are 0730-1600, Monday through Friday, except federal Holidays and approved training holidays. All incoming soldiers will sign-in at their assigned organization on the DA Form 647-1, Personnel Register, prior to reporting to the One-Stop.

b. Inprocessing is conducted at 0730, Monday, Wednesday, and Friday. When a federal Holiday is observed on an inprocessing day, the appointment is scheduled for the next inprocessing day. Soldiers will report for inprocessing once the Battalion Personnel Administration Center (BNPAC) schedules an inprocessing appointment, preferably no more than three working days of arrival at AMEDDC&S & FSH.

c. Inprocessing is conducted as follows:

(1) All soldiers will start their inprocessing with the morning briefing at 0730. The Processing Section will conduct the briefing and start the inprocessing schedule. The DD Form 93, Record of Emergency Data, and SGLI 8286, Serviceman Group Life Insurance Election form, will be updated after the briefing.

The DA Form 201, Military Personnel Records Jacket (MPRJ) for enlisted, and the personnel records for officers, will be purged and copies of promotion packets collected.

(2) Soldiers must begin inprocessing with the One-Stop. The In/Outprocessing Section, in coordination with HRBC, Strength Management Branch, will provide pinpoint orders, as necessary, at the end of MPRJ update.

(3) Medical and dental records will be collected during inprocessing. Applicable medical and dental procedures/tasks will be conducted during inprocessing.

(4) Upon arrival at AMEDDC&S & FSH, permanent party soldiers will report to the One-stop to sign in. Students, IETs, and civilian employees will report to their unit of assignment to sign in. Soldiers assigned to units outside the San Antonio geographical area who are authorized TDY enroute to inprocess at AMEDDC&S & FSH will report to the appropriate headquarters of their organization on AMEDDC&S & FSH to initiate inprocessing.

(5) Soldiers assigned to duty locations away from AMEDDC&S & FSH (i.e. recruiters, Reserve Officer Training Corps (ROTC) detachments, etc), who are not authorized TDY to inprocess will report to their unit. Unit personnel clerks will prepare a new DD Form 93, Record of Emergency Data, and SGLI 8286 for the soldier, and mail the signed forms, records, and any other documentation to the processing section for action.

(6) Once an appointment has been made with the PPB, soldiers assigned to or required to inprocess at AMEDDC&S & FSH will report to the One-Stop In/Outprocessing Center by 0715 to attend the 0730 inprocessing session. Soldiers will have in their possession:

(a) DA Form 5123-1-R.

(b) DA Form 31.

(c) Endorsement to PCS orders (if necessary, endorsements required by soldiers assigned to the United States Army Garrison (USAG) supported units will be prepared by the In/Outprocessing Section).

(d) Duty assignment memorandum.

(e) Copy of last evaluation report (Sergeant and above) or memorandum if the soldier outprocessed the last unit without a report.

(f) Personnel records. (Soldiers must bring documentation to support any record updates.)

(g) Medical records.

(h) Dental records.

(i) Education records (if applicable).

(j) Marriage certificate, birth certificates, and divorce decree (needed if dependents are added/changed on DEERS).

(k) Finance documents (i.e. lodging, travel, advance pay, etc.).

(7) Specialists and SGTs who are promotable must have their promotion packet in their personnel records. During the inprocessing briefing, a promotion technician will pick up packets and review them for accuracy, make necessary adjustments and inform the soldier. Promotion Branch will publish promotion orders for any soldier who met or exceeded the DA cut-off scores while enroute to AMEDDC&S & FSH.

(8) The In/Outprocessing Section will hold the personnel records until all SIDPERS updates have been processed. When a current DA Form 2A, Personnel Qualification Record, Part 1-Enlisted Peacetime, has been received, the soldier's records will be transferred to the Officer/Enlisted Records Branch.

(9) Soldiers must complete all unit, battalion and installation inprocessing requirements within five working days.

The DA Form 5123-1-R will be turned in to the unit/BNPAC after all inprocessing has been completed.

d. Outprocessing is conducted at 0730, Tuesday and Thursday.

(1) Soldiers stationed in the San Antonio area will outprocess through the One-Stop. This applies to soldiers reassigned intra-post, retiring, separating, or departing the installation on a PCS. Soldiers assigned or attached for 30 or more days will be required to clear the installation before departing for reassignment, ETS or retirement. Soldiers not stationed in the San Antonio area and not authorized one day TDY for outprocessing will be processed in accordance with paragraph f below.

(2) Upon notification of departure, soldiers desiring to ship personal property will contact the Outbound Household Goods Section, Transportation Division, building 367, to discuss shipment needs. Each shipment will require six copies of all orders and amendments.

(3) Based on mission requirements, commanders may establish the time allowed for soldiers to properly complete outprocessing. Up to 10 days is allowed; however, a minimum of three duty days must be authorized.

(4) Thirty-five days prior to departure, the soldier will call the In/Outprocessing Section to schedule an appointment and receive further guidance. The In/Outprocessing Section will establish an initial appointment ten days prior to their departure. Soldiers must have 15 copies of orders and any amendments, DA Form 31, and DA Form 137-1-R for the briefing. For chapter actions, this time may be greatly reduced.

(5) To reduce the number of places that soldiers have to outprocess, an automated system has been established. Installation processing activities will review the DLOS roster in OUTPROC for soldiers departing in the upcoming month. The agencies will inform the In/Outprocessing Section with the names of soldiers who have to outprocess in person due to indebtedness, to pick up any records, or to return checked out items. When the soldier returns at the appointed time, he/she will receive an annotated DA Form 137-2-R that lists the agencies the soldier is required to outprocess through in

person. The soldier's commander will be notified for resolution of any indebtedness and clear the soldier for further outprocessing. Alleged indebtedness, once reported to the commander and the soldier, is not a reason to deny installation departure.

(6) In compliance with the Pre-Separation Service Program, the TSC will conduct monthly separation briefing for those soldiers who are separating and for those who are retiring. These briefings are mandatory for all officers, warrant officers, and enlisted soldiers who are honorably separating or retiring from the Army. Spouses are encouraged to attend. Soldiers retiring should be attending the pre-retirement briefing at least six months prior to the departure date. Soldiers separating should attend the pre-separation briefing at least six months prior to their ETS/ESA date.

(7) Retirees and separatees who are entitled to medical, commissary and Post Exchange privileges (Voluntary Separation Incentives (VSI), Special Separation Bonus (SSB), special drawdown programs, etc.), should obtain ID cards for themselves and their family members prior to their departure date from AMEDDC&S & FSH. This must be accomplished by the date of separation or retirement. Separating soldiers must provide a copy of their orders and DD Form 214, Report of Separation to the ID Card Section before a card can be issued.

(8) If the scheduled date of separation or retirement is on a Saturday, Sunday, or Holiday, the soldiers must report not later than 1300 on the last duty day preceding the scheduled date of separation.

(9) All administrative processing, as outlined in AR 635-10, Processing Personnel for Separation, will be accomplished on the date of separation.

e. Unit Clearance Record (DA Form 137-1-R) and Installation Clearance Record (DA Form 137-2-R). All soldiers, regardless of duty location, must complete these two forms to verify that they have settled all obligations prior to their departure.

(1) DA Form 137-1-R.

(a) The signatures of the First Sergeant (Block 19a) and the soldier (Block 18) are required, certifying that the command has properly cleared the soldier for departure. This must be completed prior to reporting to In/Outprocessing Section for final outprocessing.

(b) The PAC will issue DA Form 137-1-R prior to reporting to In/Outprocessing Section for the initial appointment and will complete all items in sections A, B, and C as appropriate.

(2) DA Form 137-2-R. At the outprocessing briefing, each soldier will be given a copy of the DA Form 137-2-R. The soldiers will be advised of which clearance actions they must complete in Sections B and C, since not all items apply to all personnel.

(3) In accordance with AR 600-8-101, Personnel Processing, DA Form 137-2-R, and local command policies, the following agencies must be physically outprocessed by all soldiers (this can be accomplished in building 367):

(a) Medical clearance - pick up medical records and disenroll active duty from TRICARE Prime.

(b) Dental clearance - pick up dental records.

(c) Personnel clearance - pick up personnel records.

(d) Finance clearance - pick up finance clearance documents.

(4) Except for the items listed above, the initials of senior NCOs (SFC and above), warrant officers, and officers will serve to signify that soldiers have settled their obligations with these agencies.

f. Outprocessing in absentia. Soldiers who are stationed outside the San Antonio geographical area (Recruiters, Army Advisors, U.S. Army Reserve Field Training Detachments, etc.), and those unable to physically outprocess due to illness, confinement, compassionate reassignments, etc., will be processed as indicated below.

(1) PCS. Units will provide the following items to the

In/Outprocessing Section for soldiers on PCS assignments:

- (a) PCS Orders plus any amendments.
- (b) DA Form 31.
- (c) Copy of evaluation report (SGT and above) or memorandum stating that a report is working or not required.
- (d) DA Form 4036-R, Medical & Dental Preparation for Overseas Movement.

NOTE: The above items must be received at In/Outprocessing Section no later than 10 days prior to the soldier's departure date. The In/Outprocessing Section will review and update the soldier's personnel records and depending on the soldier's departure date, either mail the records to the soldier's unit for pickup or forward them to the gaining unit. After that soldier's departure, the unit will forward a copy of the completed DA Form 137-2-R to In/Outprocessing Section to complete the outprocessing file.

(2) Separation from the Army. In/Outprocessing Section will mail the personnel records for soldiers separating from the Army to the TSC indicated on the separation or retirement orders. Records will be mailed to arrive at the TSC 14 days before the soldier is scheduled to report for transition leave, PTDY, or separation/retirement processing. After the soldier's departure, the unit will forward a copy of the completed DA Form 137-2-R to the In/Outprocessing Section to complete the outprocessing file.

(3) Confinement. Units will provide the following items to the Processing Section for soldiers assigned to a U.S. Army Confinement Facility:

- (a) Reassignment orders.
- (b) Confinement orders.
- (c) Results of trial or court martial orders.

NOTE: The In/Outprocessing Section will review and update their personnel records. Depending on the circumstances, records will

either be given to the soldier's escort or unit representative to be handcarried or mailed to the confinement facility. The unit is responsible for clearing the soldier and will forward a copy of the completed DA Form 137-2-R to the In/Outprocessing Section to complete the outprocessing file.

(4) Excess leave. When a soldier is placed in an excess leave status after confinement pending appellate review of a court martial sentence, the Reassignment Section will publish orders assigning the soldier to the Personnel Control Facility (PCF) closest to his leave address or home of record. Soldiers pending appellate review, who have not been confined, will use DA Form 31 to depart on excess leave. The unit will designate an individual to clear the soldier. Once all clearances have been completed, the unit will provide the following items to the In/Outprocessing Section:

- (a) Reassignment orders to the PCF (if applicable).
- (b) DA Form 31.
- (c) Copy of court martial orders.
- (d) Approval document for excess leave.
- (e) Completed DA Form 137-2-R.

Note: For soldiers coming out of confinement, In/Outprocessing Section will review and update the personnel records and mail them to the PCF for maintenance. Officer/Enlisted Records Branch will maintain the records for soldiers going on excess leave without confinement, until appellate review has been completed.

(5) Illness, hospitalization, and compassionate reassignments. If a soldier assigned to AMEDDC&S & FSH is unable to physically outprocess, the unit will designate another individual to clear the soldier. Once all clearances have been completed, the unit will provide the following items to the In/Outprocessing Section:

- (a) PCS/ETS orders.
- (b) DA Form 31 (PCS only).
- (c) Evaluation report (SGT and above) or memorandum

stating that report is working or not required.

(d) Completed DA Form 137-2-R.

NOTE: In/Outprocessing Section will review and update the personnel records and mail them to soldier's gaining unit or TSC, as applicable.

g. Army Career Assistance Program (ACAP).

(1) Inprocessing. Spouses of soldiers reporting to AMEDDC&S & FSH will be made aware of the assistance provided by ACAP in finding employment.

(2) Outprocessing. Soldiers separating or retiring (except those USAR/ARNG students being returned to their parent unit) will be counseled at ACAP six months prior to separation and obtain a DD Form 2648, Pre-separation Counseling Checklist, prior to reporting to the In/Outprocessing Branch and Personnel Operations/Transition Services Branch. The completed DD Form 2648, must be filed in the 201 file prior to final distribution.

## **7. CIVILIAN EMPLOYEES.**

a. Inprocessing.

(1) Newly assigned civilian employees will report to their unit of assignment to receive duty requirements, and specific security, or special authorizations required of the position.

(2) The CPAC, located in building 144, will provide in/outprocessing services for appropriated fund employees to administer the Oath of Office, give initial orientation, and review or establish personnel files. Nonappropriated fund employees will inprocess in building 153, where those eligible may enroll in the various benefit programs.

(3) Upon completion of CPAC inprocessing, civilian employees, other than those on temporary appointments, will report to building 367, on an inprocessing day, to receive the various briefings, get civilian ID cards and inprocess off-post housing and the Provost Marshal Office (PMO).

(4) Temporary employees will report to their unit of assignment upon completion of CPAC inprocessing.

(5) Current civilian employees being reassigned, will report directly to their unit of assignment, to complete unit level inprocessing.

b. Outprocessing.

(1) Upon notification of transfer, the civilian employee will report to the CPAC to receive assignment instructions, and to determine the reporting date.

(2) Within 10 working days of departure, permanent appropriated fund employees will receive an annotated FSH Form 477, from their supervisor. The employee will then clear through the required activities. Temporary appropriated fund employees are not required to complete the FSH Form 477, Civilian Clearance Record. The supervisor signs the FSH Form 477, certifying that the employee has gone to each of the activities.

(3) When outprocessing permanent nonappropriated fund employees, the employee's signature on the DA Form 4017, Request for Personnel Action, certifies that all required activities were cleared. For non-permanent, nonappropriated fund employees, completion of the DA Form 4017, is not required.

(4) Transfers to AMEDDC&S & FSH from outside the San Antonio geographical area may request a sponsor. Sponsors are assigned from the place of employment.

**8. STUDENTS/TRAINEES.**

a. Inprocessing.

(1) Students and IETs will sign in at the 187<sup>th</sup> Medical Battalion, building 1358, or 232d Medical Battalion, building 1382, depending on course requirement. The staff duty will sign the student into AMEDDC&S & FSH and give directions to the appropriate training battalion based on course of attendance. After duty hours or on non-duty days, non-IETs will report to room 113, building 2840 (Aabel Hall), telephone 221-8569/8731, upon arrival to AMEDDC&S & FSH, to officially sign in. The

staff duty will provide information to the student on housing availability, relocation services and give directions as needed.

(2) Students will inprocess in groups at a location designated by the battalion in coordination with the HRBC Trainee Student Strength Management Division (TSSMD). Inprocessing for students begins at 0730 on Monday, Wednesday and Friday. Battalions will provide the documentation required to ensure the class can comply with all requirements.

(3) Representative from TSSMD will:

(a) Collect and maintain DA Form 201 files.

(b) Conduct the briefing and start the inprocessing schedule.

(c) Purge the DA Form 201 and collect copies of promotion computation. Update DD Form 93 and SGLI.

(d) The STPC will verify class roster, student company assignment, and publish pinpoint orders.

(e) The DFAS will provide military and travel pay services to ensure all pay related actions are completed timely and accurately.

(f) The Military Treatment Facility (MTF) will inprocess students and trainees for CHCS registration, records screening, mandatory inoculations, HIV and DNA testing.

(g) The Dental Clinic will provide inprocessing support at the designated location.

(h) The battalion is responsible for all other inprocessing support as needed (e.g., long term students, housing, transportation, etc.).

b. Outprocessing.

(1) Students are required to clear the installation before departing for reassignment or discharge.

(2) The DA Form 137-2-R, is required to accomplish the

clearing. The BNPAC will issue the DA Form 137-2-R.

(3) The STPC will clear selected agencies, as required by the Battalion, and annotate DA Form 137-1-R, Installation Clearance Record, to reflect required action if any. Students will outprocess as a group.

(4) The soldier, unit commander, or designated representative must sign the DA Form 137-2-R, before final clearance at Student Personnel.

## **APPENDIX A**

### Required and Related Publications and Forms

#### 1. Required Publications.

DOD 1000.21.-R (600-290), Passport and Passport Agent Services Regulation.

AR 600-8-101, Personnel Processing. (In- and Out- and Mobilization Processing).

AR 635-10, Processing Personnel for Separation.

AR 635-200, Enlisted Personnel.

#### 2. Related Publications.

DOD 1341.1-M, Defense Eligibility Enrollment Reporting System (DEERS).

DOD 4515.13R, Policies and Procedures for Obtaining Passenger Reservations for DOD International Air Travel.

DODPM, Department of Defense Military Pay and Allowances Entitlement Manual.

Joint Federal Travel Regulation, Volumes I and II.

AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

AR 27-10, Military Justice.

AR DFAS-IN 37-1, Army and Fund Control.

AR 40-2, Army Medical Treatment Facilities: General Administration.

AR 40-5, Preventive Medicine.

AR 40-15, Medical Warning Tag and Emergency Medical Identification Symbol.

AR 40-501, Standards of Medical Fitness.

AR 40-562, Immunization and Chemoprophylaxis.

AR 55-46, Travel Overseas.

AR 55-17, Transportation of Personal Property and Related Services.

AR 55-355, Defense Traffic Management Regulation: Transportation Facility Guide, Army.

AR 59-21, MAC Transportation Authorization (MTA), DD Forms 1482-1 and -4.

AR 210-50, Housing Management.

AR 310-10, Military Orders.

AR 340-21, The Army Privacy Program.

AR 380-5, Department of the Army Information Security Program.

AR 380-67, Department of the Army Personnel Security Program.

AR 600-8-1, Army Casualty Operations/Assistance/Insurance.

AR 600-8-8, The Total Army Sponsorship Program.

AR 600-8-10, Leave and Passes.

AR 600-8-11, Reassignment.

AR 600-8-14, Identification Cards For Members of the Uniformed Services, Their Family Members, and other Eligible Personnel.

AR 600-8-19, Enlisted Promotions and Reductions.

AR 600-8-104, Military Personnel Information Management/Records.

AR 600-9, The Army Weight Control Program.

AR 600-75, Exceptional Family Member Program (EFMP).

AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.

AR 604-10, Military Personnel Security Program.

AR 608-1, Army Community Service Center.

AR 614-11, Temporary Duty.

AR 614-30, Overseas Service.

AR 614-100, Officers Assignment Policies, Details and Transfers.

AR 614-110, Assignment of Airborne Officers and Processing Volunteers for Training.

AR 614-200, Enlisted Assignments and Utilization Management.

AR 621-5, Army Continuing Education System.

AR 623-105, Officer Evaluation Reporting System.

AR 623-205, Enlisted Evaluation Reporting System.

AR 624-100, Promotions of Officers on Active Duty.

AR 630-10, Absence Without Leave, Desertion and Administration of Personnel Involved in Civilian Court Proceedings.

AR 700-84, Issue and Sale of Personal Clothing.

DA PAM 55-15, Tips for Travelers Going Overseas.

DA PAM 600-8, Management and Administrative Procedures.

DA PAM 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures.

DA PAM 600-44, MILPO Self-Assessment & Evaluation Program (SAEP).

FSH Regulation 190-5, Motor Vehicle Traffic Code.

FSH Suppl I to AR 210-50, Housing Management.

3. Required Forms.

DA Form 2A, Personnel Qualification Record.

DA Form 31, Request and Authority for Leave.

DA Form 137-1-R, Unit Clearance Record.

DA Form 137-2-R, Installation Clearance Record.

DA Form 201, Military Personnel Records Jacket, U.S. Army.

DA Form 647-1, Personnel Register.

DA Form 4036-R, Medical & Dental Preparation for Overseas Movement.

DA Form 5123-1-R, Personnel Inprocessing Record.

DA Form 5123-R, Reassignment Records Checklist.

DD Form 29-8286 (VA/SGLI) 8296, Servicemen's Group Life Insurance Election.

DD Form 93, Record of Emergency Data.

DD Form 214, Report of Separation.

DD Form 2648, Pre-separation Counseling Checklist.

FSH Form 477, Civilian Clearance Record.

DOD 1000.21.-R (600-290) Passport and Passport Agent Services Regulation, Apr 97.

**APPENDIX B**

Personnel Inprocessing Agencies  
(Reference DA Form 5123-1-R)

- Inprocessing Section
- ID Card Section
- Medical Section
- Dental Section
- Finance Section
- Provost Marshal
- Education Center
- Transportation (as required for household goods)
- Family Housing
- Unit Clearance to include Central Issue Facility
- Security Clearance RLBC as required.

## APPENDIX C

### Personnel Outprocessing Agencies (Reference DA Form 137-2-R)

The following agencies participate in the central clearance process and will be provided a list monthly (via DAISM) of all departing soldiers. Agencies will screen the list for those soldiers who have an indebtedness and reply back to the Processing Section within 72 hours, accordingly. The Processing Section will notify the commander and the soldier on DA Form 137-2-R, Installation Clearance Record, of the indebtedness, which must be resolved prior to the soldier's departure. Alleged indebtedness, once reported to the commander and the soldier, is not a reason to deny installation clearance.

- Provost Marshal Office (PMO)
- Consolidated Installation Property Book Office (CIPB)
- Central Issue Facility (CIF)
- Family Housing Branch
- Morale, Welfare and Recreation (MWR)
  - Post Library
  - Officer's Club
  - Noncommissioned Officer's Club
  - Eisenhower Bank
  - San Antonio Credit Union (SACU)
  - Golf Course
  - Check Control Office
  - Installation Child Care Center
  - American Red Cross
- Military Clothing Sales Store
- Installation Staff Judge Advocate (SJA), Criminal
- Army Community Service (ACS)
- Post Exchange (PX)
- Commissary
- Education Center
- Dental Processing
- Medical Processing
- Promotions Section

(MCCS-BHR-BO)

FOR THE COMMANDER:

OFFICIAL:

/S/  
LUCY S. PEREZ  
Secretary of the General Staff

/S/  
MICHAEL J. REDWINE  
MAJ, AG  
Adjutant General

DISTRIBUTION:  
177-AMEDDC&S Activities  
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